

**DEPARTMENT HEAD MONTHLY REPORTS TO THE TOWN MANAGER
DECEMBER, 2006**

Below, please find a compilation of reports from each Town Department

ASSESSOR: Submitted by David Utakis

The odds were against us, but we succeeded in getting our triennial state mandated re-certification of values completed and certified in time to set the tax rate on time. Our new tax rate of \$10.27 per thousand valuation was finally approved on Dec. 21, 2006 just in time for the collector's office to get our tax bills printed and in the mail by Dec. 31. There were 48 communities who failed to get tax rate approval by Dec. 31. The new property values are on the tax bills. They will be posted on the assessor website soon. Anyone may view the records at the assessor office.

We were deeply concerned in November that Department of Revenue certification of values would not be done in a timely way. That could have delayed the tax rate setting to such a degree that estimated tax bills would have been required in the third quarter. Thankfully, that did not happen. We were deeply concerned as less than 30% of the re-certifications had been approved at the start of November and less than 20% of the tax rates had been set.

The stress in this office and that of the treasurer/collector is extremely high in the first half of December while we wait for tax rate approval. This year was exceptional because of the added stress caused by the delay in getting the certification done.

Some of this December stress could be avoided simply by moving the fall town meeting to an earlier date. I strongly recommend the town consider changing the bylaw which requires that the fall meeting be held on the third Tuesday of November to the first Tuesday in November or the last one in October. This would give the finance director and me enough time to get our annual recapitulation sheet done in time to schedule the annual selectmen's classification hearing. If we could get this done before Thanksgiving, we could avoid the December rat race for tax rate approval. This would help us avoid the necessity of emergency meetings and would give selectmen actual numbers to base their annual classification decision on.

Thanks to an extremely knowledgeable, talented and dedicated assessor's office staff, we were able to complete the triennial re-certification project at one third the cost most towns incur for similar work. We spent less than \$25,000 for outside consultant help while many communities spent \$70,000 or more. We now move on to interim year adjustments for FY2008. Valuations for FY2007 were primarily based on calendar year 2005 sales. The FY2008 values will be based on the 2006 sales activity which resulted in 34 fewer arms length sales of single family homes in a slightly softer market. Condominium sales remained about the same in 2006 with slightly higher values.

The revaluation process never stops as we continue to update for new construction, remodeling, market trends, and neighborhood trends, commercial and industrial activity. Our staff must keep up with new deeds received monthly from the Worcester County Registry, name changes, address changes, sales reports, and business forms of list, personal property accounts, exemptions and abatement requests. The last day to file for real estate tax abatement is Feb. 1, 2007.

This office will continue its photographic inventory of all real property in town. As required by the Department of Revenue, the assessor or his or her designee must visit each property at least once in

every nine years. This office continues with its cyclical program of visiting homes to check for changes in order to comply with the visitation requirement.

BUILDING DEPARTMENT: Submitted by Nick Gazerro

During the month of December there has been a lot of activity with prospects of some new housing and the remodeling of Crown & Eagle. Inspections are done daily. Number of calls received during December is running approx 150 -175 weekly. People coming into the office are continual. Many Zoning issues have been reviewed.

December 2006 the number of permits issued and the fee collected is as follows:

Plumbing	-	14 permits issued	Fee's collected	\$	1,430.00
Gas	-	9 permits issued	Fee's Collected	\$	695.00
Electric	-	33 permits issued	Fee's Collected:	\$	1,995.00
Building	-	27 permits issued	Fee's collected:	\$	10,119.50
			Total:	\$	14,239.50

CONSERVATION: Submitted by Rachel Landry

Permitting Activity

The Commission received 1 new application for work near or within wetlands:

Fontes, John - 115 Eric Drive (Map 14, Parcel 285) – RDA# 0606

Construction of an addition to an existing single-family home. Portions of work are within 100-foot buffer zone of Bordering Vegetated Wetland. *The hearing was tabled as the applicant did not show.*

One Cease and Desist order was issued:

V1306 – Northwind Partners- Douglas Street (Taft Hill) (Map 23, Parcels 3765, 4435)

Deviation from Order of Conditions (DEP File # 312-751) without an Amended Order; changes resulting in greater impact to wetlands. *The Commission required all work to cease on stormwater management structures at the Taft Hill development site until the unauthorized changes had been submitted to the Commission in the form of a Request for Amendment, and said changes reviewed and approved or otherwise revised to ensure wetland resource areas and coldwater fisheries would be sufficiently protected..*

Deliberations concluded on:

V1206 – Long, Matthew - 538 Mendon Street (Map 14, Parcel 2972)

Clearing and grading in 100-foot Buffer Zone of Bordering Vegetated Wetland. Clearing and grading in 200-foot Riverfront Area of Rockmeadow Brook. Possible fill in Bordering Vegetated Wetland as a result of grading. *The Commission determined that much of the disturbed area was in actuality overgrown lawn area. The Commission issued an enforcement order which requires Mr. Long to plant 12 highbush blueberry bushes at 6-foot spacing, approximately 20 feet from wetland behind an existing ball court, and to allow an approximately 20-foot wide area from wetlands to naturally revegetate.*

Uxbridge Apartments, LLC - Taft Hill Manor - off Douglas Street (Map 23, Parcel 3765)

The proposed project consists of construction of a 70-unit assisted living facility with associated parking, landscaping and utilities, portions of which are within 100-foot buffer zone of Bordering Vegetated Wetland. *The Commission obtained peer review for the project. The peer reviewer*

expressed concerns that stormwater management as proposed, did not meet all Stormwater Performance Standards of the Massachusetts Stormwater Management Policy. During the course of review, it was also discovered that the receiving waters for treated stormwater are designated as a coldwater fishery by the Massachusetts Division of Fisheries and Wildlife. The receiving waters support wild populations of brook trout. More stringent standards for pretreatment of stormwater apply for structures discharging to a coldwater fishery. It was also discovered that an existing detention basin located on the subject parcel and being proposed to receive stormwater from the subject project, and another under construction in association with Taft Hill subdivision (DEP #312-751) were not in compliance with previously approved plans. There is much concern from abutters regarding various project impacts. The Commission closed the public hearing at the behest of the applicant's legal representation; the vote to take place at the Commission's next meeting (January 2, 2007).

Deliberations continued into January:

J.W. Audet, Inc. Lots 8 and 9, Arbor Road (Arbor Estates) (Map 31, Parcel 1225)

Construction of two single family homes and appurtenances, portions of which are proposed within 100-foot buffer zone of Bordering Vegetated Wetland, and 200-foot Riverfront Area of Still Corner Brook. As a part of mitigation for impacts to Riverfront Area, the applicant has offered a 25 acre gift of land to the Commission, to be owned by the Town and controlled by the Conservation Commission. The parcel is located adjacent to and north of the Legg Farm Conservation Land and would be protected under Article 97 of the State Constitution. The parcel consists mostly of floodplain wetland and abuts the Blackstone River. The parcel contains several acres of Riverfront Area which would be permanently protected. The Commission has deemed this acceptable mitigation for construction of Lots 8 and 9 Arbor Road, and the gift of land will enhance the greenway corridor and connectivity of the currently protected open space along the Blackstone River. The Commission has voted to request access to Town Counsel so that pertinent documents (draft deed, title examination, etc.) receive proper review and all procedures for acceptance of a gift of conservation land are properly carried out.

Uxbridge Associates, LLC - 325 Mendon Road WAUCANTUCK (Map 20, Parcel 1749)

Construction of 147 condominium units, associated grading, utilities, parking and stormwater management structures. Portions of the proposed work are within 200-foot Riverfront Area of West River, 100-foot buffer zone of Bordering Vegetated Wetland, 100-foot buffer zone of Inland Bank, and Bordering Land Subject to Flooding. Upon reviewing case evidence pertaining to historic mill exemptions for work in Riverfront Area, the Commission has voted that the proposed work is not subject to the Rivers Protection Act. Deliberations continue on multiple aspects of the project.

Fred Hutnak Development Corporation -74 & 84 Eric Drive (Map 8, Parcels 4247 & 4267)

The Commission is prepared to issue an Order of Conditions for this project, however, the applicant's representative has requested that it be kept on the agenda in anticipation of possible project changes due to deliberations of other Boards.

Open Space Management

All is quiet on the Commission's Conservation Lands. The Commission is working with Mr. John Audet on acceptance of a gift of land which would add approximately 25 acres of forested land (primarily floodplain wetland, interspersed with pockets of upland) to the existing Legg Farm Conservation Area.

COUNCIL ON AGING: Submitted by Marsha Petrillo
Outreach Report

Our Outreach Coordinator works 15 hours each week and is available on Tuesdays and Wednesdays from 9:00am – 3:00 pm and Thursdays from 8:00 am to 11:00 am.

Office Visits	17	Home Visits	6
Nursing Home Visits	3	Attended Wakes	0
SMOC Recerts & New Applications	11	Telephone calls in & out	98
Medical Appointment	1	Wellness Checks	5
SHINE	4	Attended SHINE Meeting	1

Statistical Data

The following statistics represent the number of individuals using our transportation services, meals on wheels, luncheon attendance and attendance at our various programs for the month of December 2006:

Van Transportation	388	Medical Transportation	71
Tai Chi	30	Card Games	189
Meals on Wheels Delivered	1,132	Weekend meals delivered	40
Congregate Meals Served	403	Total Meals Served	1575
Cash Turnovers	\$ 197.00	Phone calls in & out	776
Guestbook	700+	Walmart	15
Cards sent to elders	27	First Holiday Night	200+
Christmas baskets & gifts	123+	Hannaford	61
Lunch attendance	353	CVS	62
Bank	8	Cardio & Yoga (New programs)	13
Computer Classes	12	Senior Club attendance	53
Podiatry Clinic	6	Fallon Rep	4+
Christmas Party	158	Line Dancing	23
New Year's @ Noon Party	47		

Holiday Events

The Senior Center hosted Garry Lundgren, Honky Tonk piano man at the First Holiday Night Celebration on Saturday, December 2nd. It was a fun filled event with over 200 residents in attendance. The Senior Center van was in the parade and filled to capacity. The van also helped to transport individuals to the various different events throughout the community. Thank you to Lisa Nestor for filling in for us as our van driver for First Holiday Night.

The Senior Club held their annual Christmas Dinner on Sunday, December 10th with approximately 50 people in attendance. The dinner was catered by Colleen's serving a full course turkey dinner.

Local businesses donated gift items which served as door prizes. We thank our community businessmen and women for helping to make our event a huge success.

The van took a special trip to the Solomon Pond Mall for Christmas Shopping on Friday, December 15th. The van was filled to capacity with 14 individuals in attendance.

Saturday, December 16th the Senior Center in conjunction with the Food Pantry and St. Vincent de Paul distributed Christmas baskets and gifts to families throughout the community.

Tuesday, December 19th we ushered in the holiday season with the Trinity Symphonette under the direction of conductor, Mr. Lee Bartlett. The Center was filled to capacity and David Moriarity served as our Santa again this year. Thank you Dave!

December 29th we celebrated the New Year with a New Year at Noon Luncheon party. Dancers Ashley and Alexis Harper from the Mendon Dance Center sang and danced their way into our hearts. Gill Vasquez shared his musical talent by way of a special gospel song.

Mental Health Awareness

The Mental Health Support Group met on Tuesday, Dec 5th @ 7:00 pm. The group is comprised, on average, of approximately 10 individuals each week. We thank Connie and Jim Dwyer for their dedication and commitment to this group.

Meetings

The COA Board met at the Senior Center on Tuesday, Dec. 12th at 5:00 pm.

Monday, December 18th, Fallon Rep., Jackie St. Germain was on board to explain the increases in premiums for all persons on the Fallon Senior Advantage Plan and answer general insurance questions.

DPW: Submitted by Larry Bombara

WATER

1. Prepared data for rate adjustment hearing and participated in same.
2. The Division has completed a water quality survey in portions of North Uxbridge regarding last months aesthetic quality complaints and continues to work with our water engineers and DEP to finalize recommendations for implementation.
3. Soil borings for the replacement water tank have been completed at the High street tank site.
4. Conducted a MEPA review of the proposed Rosenfeld well field site.

WASTEWATER

1. Prepared data for rate adjustment hearing and participated in same.
2. Reviewed lime silo bid with our sewer engineers and awarded contract to Nuwater Inc for spring time construction.
3. The first ROW (Brookside) has been cleared and work will begin in January on Capron Pond ROW.

HIGHWAY

1. Pedestrian safety has been reviewed with Savers Coop and proposed revisions to the driveway entrance opposite Mendon Street will be forthcoming.

2. Bids documents are being prepared for road improvements on Glendale Street and Cross Road as well as road and sidewalk improvements on Elm Street, Pleasant Street and portions of Rivulet Street.
3. The Hecla bridges over the West River will be made one lane the first week of January until repair monies are appropriated.
4. Scope of work for design services is in review for Rt. 122 reconstruction.

OTHER: Participated in preliminary 21E investigation for the proposed school site.

FINANCE DIRECTOR AND TOWN ACCOUNTANT: Submitted by David Genereux

- 1.) The Recap Sheet has been approved by the Department of Revenue. Actual tax bills are in process of being printed and mailed. The new tax rate is \$10.27, a drop of 52 cents from the FY 2006 tax rate. I would like to thank the Assessor's Office, the staff in my office, the Board of Selectmen, and the Department of Revenue for their assistance in setting the rate and mailing the tax bills.
- 2.) Issues became apparent in Accounting in early December which dictated a change in staff. We have retained Community Solutions (Who provided assistance last year), to recheck the work done for the FY 2006 close from the prior Town Accountant, and to verify the chart accounts on Vadar for FY 2007. We will retain them until we hire a new accountant, but the service level from accounting will be minimal, as the company can only serve us part time.
- 3.) We have started the recruitment process for a new town accountant. Unfortunately, the municipal marketplace has become quite competitive. Bedford, Chelmsford, Eastham, Newbury, Southborough, Sutton, and Ware are currently advertising for town accountants or assistants at higher than average salaries. We are continuing our efforts, with the concern that it may be some time before we find a suitable candidate
- 4.) The FY 2008 budget deadline has passed. Review of the budgets has commenced, but several departments have yet to submit their budgets. We are hopeful of getting all budgets in by January 5th.

5.) Cash Reconciliation: November 2006

Starting Balance	13,168,969.68
November Receipts	1,688,321.48
November Warrants	<u>(3,620,836.80)</u>
Cash Balance	\$11,236,454.36

6.) Collections for December: Motor Vehicle	26,097.32
Personal Property	2,255.19
Real Estate	103,233.23
Tax Title	31,984.00
Interest, Liens & Fees	<u>10,180.27</u>
Total Collected	173,750.01

FIRE DEPARTMENT: Submitted by Peter Ostroskey

INCIDENT REPORT: The Department responded to 158 emergency incidents including 6 fire/explosion incidents, 123 rescue/medical emergencies, 7 hazardous conditions, 2 service calls, 3 good intent calls, 14 false alarms and 3 special type/complaint responses. We provided mutual aid to neighboring communities 10 times and received mutual aid on 3 occasions. Our personnel operated at significant incidents including:

- A fatal motor vehicle accident on Richardson Street on December 6;
- A two alarm structure fire at 4 Walnut Street in Douglas on December 9;
- Multiple reports of an outside odor of propane on Linwood St., Carrington Lane, Big Rock Road, Myers Street, My Way, and Sharon Circle on the morning of December 22.

The ambulance service evaluated 131 patients, provided care and transported 104 to area hospitals. The transports were to Milford Regional Medical Center (91), U-Mass – University Campus (2), U-Mass Memorial Campus (4) and Landmark Medical (2) and involved advanced life support service on 54 occasions.

FIRE PREVENTION: On December 9 at 9:30 pm the Department responded to a reported structure fire at 159 Linwood Street. Upon arrival smoke was found on the first and second floors and smoke detectors were sounding throughout the building alerting occupants. The source of the smoke was found to be food left on the stove mistakenly left on in the first floor rear apartment. The installation and maintenance of the smoke alarms in residential buildings has had a great impact on limiting the loss of life and damage we might have experienced otherwise.

Inspections of several businesses and facilities has been well received and provided opportunity to address many conditions improving the public safety. We were assisted on several occasions in December by the Massachusetts Department of Fire Services Code Compliance Office. Inspector Matt Allen attended a site visit at Amerigas on Depot St. and is working with us to address some compliance matters.

In addition, 14 smoke/carbon monoxide detector inspections were completed, and 25 permits issued for blasting (1), tank truck (1), home heating oil storage (7), propane storage (12), live entertainment (3) and installation of a fire suppression system (1).

TRAINING: Personnel received training and participated in drills on spinal immobilization procedures, fireground operations for chimney fires, ground and roof ladder operations, self contained breathing apparatus and room/area search – victim removal techniques.. One member attended training at the Fire Academy in Stow on municipal hearing officer training, two members attended a seminar on firefighting tactics and cyanide gas hazards in Devens, and two members completed advanced incident command system training (ICS-200) in Hopkinton.

GENERAL: Ladder 1 returned to service on December 6 after having repairs completed by the manufacturer.

The specifications for purchase of the new ambulance were completed and forwarded to the Town Manager for review and release. This effort included review of several demonstration units and consultation with other EMS providers as we shift toward the Advanced Life Support level of service.

The Department executed an affiliation agreement with Milford Regional Hospital for Intermediate level EMTs to practice and we expect to file our license application to operate at that level by the end of January, 2007.

POLICE DEPARTMENT: Submitted by Scott Freitas

During this time dispatch received, responded to and/or dispatched 963 calls for service to the Police, Fire or EMS. That is about 19 fewer calls than last month yet 193 more calls than were handled in December of 2005. 13.7% of the calls were Fire/EMS related, which usually also required a police response and 86.3% were strictly police related. This current year we responded to 11,587 calls for service. This is an increase of approximately 18.05% compared to last year's total. This number has remained very constant through the year. As predicted we have surpassed our calls for service from our peak year of 2000 and will have responded to the most calls for service in a year since computer generated data collection started in the early 1990s. We have answered more total calls than last year on November 6th. We projected that we would answer somewhere around 11,600 calls this calendar year and in fact we were only 13 calls short of that projection

101 Motor vehicle citations were issued that included 121 separate violations.

15 Motor Vehicle Accidents were investigated. These collisions resulted in 3 injuries. This is about 37% lower than November and the injuries were down about 40%. The decrease this past year is still well below last year by about 20%. The actual numbers are 226 collisions in 2006 and 280 in 2005. I believe some of the success is because of the deployment of the radar speed signs in accident prone areas around town.

70 arrests or applications for criminal complaints were made this month. Five were for domestic violence situations. One was for Drunk Driving. As opposed to last month, Saturday and Sunday were the days in which the most arrests occurred. The vast majority of arrests were of people age 18 to 24. Juveniles age 11 to 17 came in a distant second. Overall, arrests were up approximately 34% from 357 in 2005 to 477 in 2006.

Traffic is not as much of an issue during the ongoing construction of Mendon Street although it is expected to increase again this spring after the winter shut down. Patience on the part of the motoring public is and has been appreciated. By spring the traffic patterns will once again become a difficult issue and the traffic patterns are apt to change quickly due to the needs of the project on a daily basis.

Training: Newly appointed Officers Gregory Bach and Benjamin Smoot are still training at the Police Academy in Boylston. Graduation is expected on January 19, 2007. We look forward to their graduation and inclusion on the team.

Part time Officer John Larrabee graduated from reserve police officer training as did Animal Control Officer Joyce Gareri.

A number of Officers under the direction of Emergency Management Director Sgt. Peter Emerick conducted a school lockdown drill with the Uxbridge School Department. The results were relatively positive.

Officers Prior and Kevin MacDonald began the firearms recertification process for all police officers in late December.

Numerous training sessions will be attended during the upcoming months by many officers including but not limited to full time In Service Training.

Emergency Management: Sgt. Emerick has continued his hard work relative to Emergency Management planning and NIMS compliance training. More planning and training is scheduled for early with Police and the School Department in future months.

Grants: Funding has been granted for the next year of Click it or Ticket enforcement from the Governor's Highway Safety Bureau with the first wave of patrols beginning during the Christmas Holiday Season and will go thru mid to late January 2007.

Although the Community Policing Grants were sent in for the upcoming year, due to the Governor's budget cuts that money was reduced by 4%. The Legislature and Governor Patrick may reinstitute the cuts, and we may get the additional money. In spite of this the \$17,000+ dollars we did receive in December will allow us to begin planning for activities such as a citizen's academy, a RAPE Aggression Defense Training and many other police activities over the next year. Contacting your representatives and senator in Boston would be very helpful relative to this issue.

Animal Control: The dog officer Responded to at least 27 complaints in the month of July. Joyce Gareri has been testifying at court relative to a vicious dog hearing at the Uxbridge District Court. The Clerk of Courts found in the town's favor. The case has been appealed in December in Dudley District Court the hearing began. It has been continued into January. We expect a positive resolution but one never knows until the judge's final decision. Work is still ongoing relative to possibly regionalizing the service. Further meetings are scheduled, along with needed administrative action by the communities involved. In about mid-December another Pit Bull Terrier was ordered destroyed and the appeal date for that order continued into January. The appeal time has expired and the destruction process is ongoing and failure to destroy the animal will result in criminal complaints against the owner/caretaker if needed. In a related matter there were incidents approximately 2 days before Christmas relative to a pit bull terrier attack on animals in the Pond St. area. That case is still ongoing.

I wish to thank you and the Board of Selectmen for your support as police chief and look forward to working with you in the upcoming months.

TOWN CLERK: Submitted by Jennifer Cederberg

ELECTIONS:

- Preparations have been underway for the Special Town Meeting that will be held on Tuesday January 9, 2006. Our office has been working on getting together the necessary materials and workers to help check in voters.

VITAL RECORDS:

In the month of December we have recorded with the Secretary of State:

- 10 Birth certificates,
- 6 Marriage licenses
- 4 Death certificates

On the 10th of the month a state report is required recording the number of births, marriages, and deaths that have been processed by the Town Clerk's office.

We issued:

- 22 Certified copies of birth
- 12 Certified copies marriage certificates
- 7 Certified copies of death certificates

All birth, marriage, death and business certificates have to be indexed on a monthly basis.

REQUESTS/CERTIFICATES ISSUED:

- 2 Business certificates applications processed

FY07 FEES COLLECTED								
TOWN CLERK'S OFFICE								
							Grand Total	
FY07	Town	Town Clerk	Dog	Dog	Dog		Total Weekly	Turned
Date	Clerk Fees	Licenses	Licenses	Late Fees	Fines		Turn Over	Over
12/11/06	100.00	65.00	0.00	0.00	0.00		165.00	165.00
12/15/06	95.00	0.00	93.00	0.00	230.00		418.00	583.00
12/21/06	50.00	15.00	0.00	0.00	0.00		65.00	648.00

4 Couples filed new marriage intentions

OTHER ITEMS ISSUED:

- 4 Street listing books sold

TURNOVERS:

Our office handles the dog licenses as well as processing the money collected for the licenses, late fees and fines by the Animal Control Officer.

Total amount of money turned over to the Treasurer/Collector's office for all fees collected for the month of December was **\$648.00**

PUBLIC OUTREACH

OFFICE RECORDKEEPING:

The Town Clerk's office is the archival repository for the town. Our office is responsible for all 20 day appeals on ZBA decisions, filing Planning Board documents (i.e. Form A), various board/committee minutes, time stamp posting of meetings & agendas. We also display for the public agendas and meeting postings. Individuals can request copies of meeting minutes, agendas and postings through our office.

CUSTOMER SERVICE:

- Research, which entailed approximately 20 hours
- Genealogy

- Notary services
- Swearing In of committee members, new police officers, public offices

STAFF

The office is pleased to report that a new Town Clerk has been appointed starting on January 8, 2007. Joseph Kaplan comes to the Town of Uxbridge from Cambridge, MA and is currently the Director of the Cambridge Election Commission.

SOLICITED INVOLVEMENT:

Working in cooperation with the By-Law Review and the Zoning Board the Town Clerk's office conducted research to support their efforts to finish the By-Law Codification project.

The office also conducted research in cooperation with the Assessor's office for the Senior Work off Program.

TOWN PLANNER: Submitted by Floyd Forman

Spoke with or met with numerous members of the public concerning questions on planning and zoning issues.

Spent time with the following projects before the Planning Board:

Town Meeting Matters

- Worked on zoning article to clarify Town House Development bylaw just passed at Fall Annual Town Meeting.
- Went before the Finance Committee to explain the 2 Zoning Articles on the Warrant for the January Special Town Meeting: one creates a Special Land Use District for the Summerfield project and the other limits the location for a Town House Development.
- Completed Planning Board Annual Report.
- Set up, and attended Planning Board public hearing to explain to the public a proposed zoning change to ensure that Town-house developments would only be allowed in the Residence A Zoning District.
- Met with Town Manager and DPW Superintendent attempting to resolve issues concerning roadway and proposed Summerfield Rezoning.
- Worked with Town Manager's office on motions for Town Meeting articles.
- Continued to work with Selectmen Office, and Town Counsel to get those streets that were approved at Town Meeting, recorded at the Registry of Deeds.

Ongoing Planning Board Projects

- Waucantuck Mill: Proposed redevelopment of old mill buildings involving cleanup of a brownfield site located along Mendon St. adjacent to West River Rd. and Henry St. The project needs a Special Permit from the Planning Board. A number of department heads and staff from the Army Corps of Engineers met with the project proponent. The Planning Board continues to meet with the proponent for project review under the Town's Special Permit Zoning Bylaw. The Board continued the discussion on access issues and the Fire Chief's report. I developed a list of about 10 items that need further discussion with the Board; including the structural soundness of the dam, architectural review of the project and recreational issues. The Board discussed the list at its meeting.

- Continued to work on the Meadow Valley Estates Definitive Subdivision Plan. This is a small subdivision at the Chockalog Rd. /Schnorr Sand Pit.
- Continued to work on the Quaker Industrial Park II Definitive Subdivision Plan Modification and the Unilock Request for a Special Permit. These projects go hand in hand as the subdivision needs to be modified to accommodate Unilock's use of the site. I have written draft decisions for both projects for the Planning Board. I expect both to be approved at the next Planning Board Meeting.

Other Matters

- Completed the Commonwealth Capital Application for grant eligibility and forwarded it to the State.
- Spent a day or two working with the Building Inspector, Board of Health and DEP on what later proved to be a disingenuous proposal for a statewide/regional animal disposal project proposed for the Lackey Dam Area.
- Met briefly with owner and attorney for Green Room. Applicant briefly discussed filing for a special permit to allow for nude dancing. There seem to be multiple constraints that would likely not allow him to proceed.
- The Town Manager and I met with Claire O'Neill, the Regional Director of the Office of Business Development and Shyla Matthews, Vice President for Community Development for Mass Development to discuss a number of business development issues
- Savers Bank: Worked with DPW Superintendent, Savers Bank and Town traffic consultants on traffic issues at the intersection of Routes 16 and 122.
- Mall: Continued to help resolve issues related to commercial development at Routes 16 and 146. This included continued discussion concerning the new streamline permitting law.

TURNOVERS:

FY07 FEES COLLECTED								
TOWN CLERK'S OFFICE								
							Grand Total	
FY07	Town	Town Clerk	Dog	Dog	Dog	Total Weekly	Turned	
Date	Clerk Fees	Licenses	Licenses	Late Fees	Fines	Turn Over	Over	
11/14/06	263.03	55.00	0.00	0.00	0.00	318.03	318.03	
11/21/06	110.00	20.00	0.00	0.00	0.00	130.00	448.03	
11/29/06	95.00	0.00	0.00	0.00	0.00	95.00	548.03	

Our office handles the dog licenses as well as processing the money collected for the licenses, late fees and fines by the Animal Control Officer.

Total amount of money turned over to the Treasurer/Collector's office for all fees collected for the month of November was **\$548.03**

PUBLIC OUTREACH

OFFICE RECORDKEEPING:

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CUSTOMER SERVICE:

- Research, which entailed approximately 20 hours
- Genealogy
- Notary services
- Swearing In of committee members, new police officers, public offices

STAFF

There were several temporary staff changes throughout the month of November. Geri Pacheco, retired Town Clerk from Dedham, stepped in to supervise the State Elections on November 7, 2006. On November 20, 2006, Jennifer Cederberg was appointed as the Interim Town Clerk and will be supervising the Town Clerk's office until a replacement clerk is appointed by the Town Manager.

SOLICITED INVOLVEMENT:

Working in cooperation with the By-Law Review Committee and the Zoning Board of Appeals, the Town Clerk's office conducted research to support their efforts to finish the By-Law Codification project. The office also conducted research in cooperation with the Assessor's office for the Senior Work off Program.

TOWN PLANNER: Submitted by Floyd Forman

Spoke with or met with numerous members of the public concerning questions on planning and zoning issues. Spent time with the following projects before the Planning Board:

Items for Town Meeting

- Worked with Town Manager's office on motions for Town Meeting articles.
- Worked on zoning article to clarify Town House Development bylaw just passed at Fall Annual Town Meeting.
- Assisted with Review of Zoning Articles for Town Meeting including Town House Development, and adding subsection to define shopping center.
- Did research on new state laws for adoption by Town including Streamline permitting and adjudicatory hearing process.
- Time spent with Town Manager and Town Counsel and applicants on Summerfield project attempting to make project legal RE: Zoning and Affordable Housing units.
- Continued to work with DPW, Selectmen Office, Planning Board and developers on street acceptances for Town Meeting.
- Worked with Chairman and other members of Finance Committee on Zoning Articles for Warrant.

Ongoing Planning Board Projects

- Waucantuck Mill: Proposed redevelopment of old mill buildings involving cleanup of a brownfield site located along Mendon St. adjacent to West River Rd. and Henry St. The project

needs a Special Permit from the Planning Board. A number of department heads and staff from the Army Corps of Engineers met with the project proponent. The Planning Board continued to meet with the proponent for project review under the Town's Special Permit Zoning Bylaw. This month, I spent time with the Fire Chief going thru access issues. The discussion at this Planning Board meeting focused on traffic and access issues.

- Worked on the Meadow Valley Estates Definitive Subdivision Plan. This is a small subdivision at the Chocolog /Schnor Sand Pit.

Other Matters

- Attended meeting with other planners and Daylor consulting on 4 Town study.
- Spoke with Hannaford Engineer RE: Hannaford Mall issues.
- Savers Bank: Worked with DPW Superintendent, Savers Bank and Town traffic consultants on traffic issues at the intersection of Routes 16 and 122.
- Worked with the Chairman of the Heritage Landscape Inventory Program on grant issues.
- Mall: Continued to help resolve issues related to commercial development at Routes 16 and 146. This included a discussion with MEPA concerning new streamline permitting law. The discussion with MEPA also involved the Chairman of the Board of Selectmen and the potential mall developer.